**COEHS DEI Committee Agenda**

**Thursday, October 13, 2022 @ 2-3 pm**

**Virtual Meeting**

Leads: Regina L. Suriel and Hoa Nguyen

Online Attendees: Jiyoon Jung, Huzeyfe Cakmakci, James Martinez, Meagan Arrastia-Chisholm, Nicole Alemanne, Xiaoai Ren

Meeting Goal: Organize & Delegate

Agenda:

* Form Taskforce for each goal
  + Multi-Cultural Hub
    - Chair: Regina L. Suriel
    - Members: Jiyoon Jung, Hoa Nguyen, Nicole Alemanne, James Martinez
    - Tasks:
      * Delegate public relations including a flyer, email announcement, website, slide for electronic message boards, update, etc. to get the word out.
      * Propose GA or staff dedicated to this hub and these duties
      * Follow up with timeline for when hub will be open for others
      * Furniture have not arrived – Kate update
      * Create guidelines for accessing the space (room use, hours, how folks sign up, use of food)
      * Have one person in charge of website updates and social media (Facebook, Instagram).
        + Does COEHS have social media?
      * Accessorize/decorate with attention to DE&I
        + Pillows, multicultural symbols, wall décor
        + Involving student groups (within or outside college) to help decorate; hall decorating contest?
  + Coalition
    - Chair: Hoa
    - Members: Meagan, Xiaoai
    - Work with all DEI committees and organizations across the colleges: <https://valdostaedu.sharepoint.com/:w:/r/sites/TM-COEHS/Shared%20Documents/General/Diversity,%20Equity,%20and%20Inclusion%20Committee/Coalition%20across%20campus/(NEW)%20VSU%20DEI%20Committees%20%26%20Organizations.docx?d=wef042e7a29c54b43b6e8d0240b88ceb3&csf=1&web=1&e=3TQbmE>
      * Office of Student Diversity & Inclusion
      * College Assistance Migrant Program
      * Academic Support Center
    - Touch base once a semester at least
  + Peer Connect
    - Chair: ???
    - Members: Meagan, Xiaoai, Regina, Nicole, Huzeyfe
    - Emphasis on junior faculty
    - Partnership with CELT
    - For whom? How inclusive?

Other items/questions/concerns/next steps

* Staff/student – Should we invite staff and/or students representatives to attend? (e.g. COSA, CAMP, SGA, SDI, etc.)
  + Committee agreed to invite and keep meetings open
  + Once a semester open meeting to possibly include SG Pres, TRIO, CAMP, DEI Director and the Dean.
* Syllabus updates – Should this task be addressed this year? If so, how do we organize this effort? Wait to see what Senate offers.
* For later on also : Expectations for faculty to prioritize DEI in courses – part of P&T? How to document these processes and publish based on this data?
* Chair Elect – Should we have a Chair Elect to continue the following year as DE&I Committee Chair? If so, what process should be established to determine nominees? How soon should we begin this process?
  + How do we update committee chairs and membership on DE& I website?
  + Email webmaster for access
  + Add photos and bio sketch from committee members
  + <https://www.valdosta.edu/colleges/education/deans-office/college-of-education-committees/Diversity%20and%20Inclusion%20Committee/>
* Wishlist
  + COEHS DE&I Logo. What do you think? Should we host a DE& I logo contest?
  + Creative services order
  + Student contest – giftcard award or scholarship
  + Logo not just for committee, but DEI as it applies to COEHS – use for hub etc.

Action items

* Establish next monthly meeting
* Send doodle poll for week of Nov. 14th
  + Renee has class MW 9-10:15am and TR 9-10:15, 11-12:15, and 2-3:15
* Taskforce touch base before our next meeting